

*Moultonborough*  
*2009 Library Budget*  
*Recommendations and Comments*



Advisory Budget Committee

*Thursday, February 5<sup>th</sup>, 2009*

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To the Board of Library Trustees  
Moultonborough Public Library  
Moultonborough, New Hampshire 03254

The Moultonborough Advisory Budget Committee (ABC) would like to thank the Moultonborough Library Trustees and Library Director for their responsiveness during our review.

### **ABC APPROACH:**

The ABC has completed its' review of the 2009 Proposed Library Budget.

To gain an understanding of the current environment, opportunities and challenges faced by the Trustees, Administration and Staff the scope of the ABC review included a general meeting with the Trustees and Library Director. The Trustees explained, to the ABC, their understanding of relevant RSA provisions that define Trustee responsibility for governing public libraries within the state of New Hampshire. Libraries although funded with taxpayer dollars are run independently from the Town Administration. The powers and duties of Library Trustees are defined in the state statutes Chapter, Title XVI; 202-A: 11.

Our scope further included review of:

- Various operating contracts, (i.e. fuel, facilities.)
- Current staffing levels
- Current employee benefit offerings,

### **OBSERVATIONS & COMMENTS:**

Following our review and analysis, the ABC has confidence that the proposed budget, as prepared, is a complete estimate of the total cost of Library Operation for 2009.

The ABC has the following observations and comments that the committee would like to share with the Board of Library Trustees.

#### ***Salary & Benefits study***

- The Library should undergo a competitive analysis of its current "Total Compensation" package including, but not limited to, salary, benefits and employee benefit contribution rates. The analysis should be performed on a total compensation basis versus an analysis of the individual components. The analysis should additionally include a review of all position descriptions and competencies required to fill the related positions. Recommended salary for a given position should be the driving force for compensation, versus the longevity of the person in the position.

## ***Contracts***

- Fuel: We recommend that the current joint purchase contract with the Town and Library continue.
- Building & Grounds Maintenance: Our Committee recommends that the Library consider working with the Town to jointly coordinate building and grounds maintenance in future years.
- Other Non Core Library activities; Our committee recommends the Library, in order to take full advantage of bulk purchasing power and maximize taxpayer dollars, should partner with the Town and School on joint purchases of supplies, utilities, etc (essentially all costs not directly involved in operation of core library affairs).

## ***Reserve Fund/computers/printers***

- The Committee recommends that the Library consider establishing a reserve fund for replacement of technology equipment and office equipment. The Library should establish a replacement schedule with estimated annual costs for systematic replacement of all computer and office equipment.

## **Budget Summary:**

The proposed Library Budget for 2009 represents \$442,703 as compared to \$423,383 for the prior year. This represents an increase of \$19,420; a 4.59% year-over-year increase.

The \$19,420 increase is wholly attributable to salaries and benefits. Operating expenditures were budgeted at the prior year level with no overall increase.

### **Within Salaries and Benefits:**

Total Salaries account for \$18,653, an 8.56% year-over-year increase:

- Librarian salaries increased 6.00% year-over-year
- Associate and Part Time salaries increased 12.35% year-over-year.
- It should be noted that this is the third year of a three-year program to bring the Moultonborough Library staff salaries in line with comparable state-wide library wages (study performed by Library Trustees).
- ABC believes the proposed salary increases for 2009 are in excess of what current economic conditions support.

The major comparative components of the budget are indicated below:

	2008	2009	Variance	%
<b>Salaries:</b>				
Librarian's Salaries	130,186	137,995	7,809	6.00
Associates/P T	87,798	98,642	10,844	12.35
<b>Total Salaries</b>	<b>217,984</b>	<b>236,637</b>	<b>18,653</b>	<b>8.56</b>
<b>Benefits:</b>	<b>2008</b>	<b>2009</b>	<b>Variance</b>	<b>%</b>
Health insurance	65,112	64,560	-552	-.85
FICA	16,667	16,185	-482	-2.89
NHRS	16,732	18,698	1,966	11.75
Other Benefits	6,288	6,123	-165	-2.62
<b>Total Benefits</b>	<b>104,799</b>	<b>105,566</b>	<b>767</b>	<b>.73</b>
<b>Salaries/Benefits</b>	<b>322,783</b>	<b>342,203</b>	<b>19,420</b>	<b>6.02</b>
<b>Operating Exp.</b>	<b>2008</b>	<b>2009</b>	<b>Variance</b>	<b>%</b>
Building Maint	15,000	17,000	2,000	13.33
Books	15,000	15,000		.00
Cleaning	10,000	8,000	-2,000	-20.00
Fuel Oil	8,500	12,500	4,000	47.06
Electricity	10,000	11,500	1,500	15.00
Telephone	3,500	4,000	500	14.29
Media	6,000	6,000		.00
Office Expense	5,000	5,000		.00
Small Equipment	2,500	1,500	-500	-20.00
Programs	7,000	7,000		.00
Computer Exp	5,000	5,000		.00
Professional	2,000	2,000		.00
All Other Expenses	11,000	6,000	-4,000	-36.36
<b>Total Op Expenses</b>	<b>100,500</b>	<b>100,500</b>	<b>0</b>	<b>.00</b>
<b>Total Budget</b>	<b>423,283</b>	<b>442,703</b>	<b>19,420</b>	<b>4.59</b>

**Conclusion:**

We believe that the proposed budget as prepared is a comprehensive representation of the cost to operate Moultonborough's Library for 2009.

There are opportunities as outlined above that should be pursued for further future cost improvement. We believe these opportunities can be accomplished while maintaining the high quality of services currently offered by the Moultonborough Library.

We recommend that the Board of Library Trustees work with the Town and School Administration on future opportunities to jointly coordinate maintenance of building and grounds activities, bulk purchase of common supplies and services, and to participate in the Board of Selectmen sponsored "Wage and Salary /Total Compensation" analysis. Cooperative purchasing of non-core library activities will maximize the taxpayer contribution while providing additional time and focus by the Trustees on management and operational control of direct library affairs.

Respectively submitted,

Moultonborough Advisory Budget Committee

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